

# **STATE OF MARYLAND**



**Maryland Department of Housing  
and Community Development**

**Department of Housing and Community Development**

**Division of Neighborhood Revitalization**

**Community Services Block Grant (CSBG) Application  
FFY 2011 and 2012**

**Martin O' Malley  
Governor**

**Anthony G. Brown  
Lt. Governor**

**Raymond A. Skinner  
Secretary**

**Clarence J. Snuggs  
Deputy Secretary**

**Carol A. Gilbert  
Assistant Secretary, Neighborhood Revitalization**

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**I. Federal Fiscal Years Covered by this State Plan and Application**

**FFY 2011 and FFY 2012**

## **II. Letter of Transmittal**



Maryland Department of Housing  
and Community Development

Martin O' Malley  
GOVERNOR

Anthony G. Brown  
LT. GOVERNOR

Raymond A. Skinner  
SECRETARY

Clarence J. Snuggs  
DEPUTY SECRETARY

August 27, 2010

Dr. Yolanda Butler, Acting Director  
Office of Community Services  
Administration for Health and Human Services  
370 L'Enfant Promenade, 5th Floor  
Washington DC 20447

Dear Dr. Butler:

In accordance with the provisions of the Community Services Block Grant (CSBG) Act of 1981, as amended, Maryland submitted a two-year State Plan for allocation of FFY 2011 and 2012 CSBG funds. This plan covered the CSBG program. The Plan received legislative approval on March 10, 2010 for FFY 2011 and FFY 2012.

The lead agency responsible for the administration of the CSBG Program is the Maryland Department of Housing and Community Development directed by Secretary Raymond A. Skinner. The lead State CSBG contact person is Mr. Reginald Stanfield, Director in the in the Office of Programs and Regional Development within the Division of Neighborhood Revitalization. Article 83B 12-101 section F of the Annotated Code of Maryland provides authorization for the Maryland Department of Housing and Community Development to administer CSBG funds. It also provides reference in appropriating CSBG funds.

Any documents regarding CSBG funding should be addressed to Mr. Raymond A. Skinner, Secretary, Department of Housing and Community Development, 100 Community Place, Crownsville MD 21032. Should you have any questions relating to the content of the plan, please feel free to call me at (410) 514-7209.

Sincerely,

Reginald Stanfield  
Director, Office of Community  
Programs



### **III. Executive Summary**

#### **A. CSBG State Legislation**

Housing and Community Development Article 8-101 through 8-109 of the Annotated Code of Maryland provides authorization for the Maryland Department of Housing and Community Development to administer CSBG funds. It also provides reference in appropriating CSBG funds (**See Attachment 1**).

#### **B. Designation of Lead State Agency to Administer the CSBG Program**

The designated Lead State Agency for the Community Service Block Grant Program in Maryland is the Department of Housing and Community Development. The Secretary of this Department is Mr. Raymond A. Skinner. (**See Letter following the Executive Summary**)

#### **C. Public Hearing Requirements**

##### **(1) Public Hearings**

P.L. 105-285 in Section 676(a)(2)(B) requires that no state may receive block grant funds for any fiscal year until the State has conducted a public hearing, after adequate public notice, on the use and distribution of the funds proposed by the State as set forth in the report prepared pursuant to subsection (a) with respect to that fiscal year.

The public hearing for FFY 2011 was held on March 10, 2010 at 2:30 pm in Room 150 of the Lowe House Office Building, in Annapolis, Maryland (**See Attachment 2**). This hearing was held in conjunction with the legislative hearing required under section 675(b). At that time the public was informed of the proposed use and distribution of the funds and was provided the opportunity to comment at that time through either written or oral testimony.

##### **(2) Legislative Hearings:**

The legislative hearing was held on March 10, 2010 at 2:30 pm in conjunction with the public hearing in Room 150 of the Lowe House Office Building in Annapolis, Maryland (**See Attachment 2**).

**STATE OF MARYLAND**  
OFFICE OF THE GOVERNOR



**MARTIN O'MALLEY**  
GOVERNOR

STATE HOUSE  
100 STATE CIRCLE  
ANNAPOLIS, MARYLAND 21401-1925  
(410) 974-3901  
(TOLL FREE) 1-800-811-8336

TTY USERS CALL VIA MD RELAY

August 24, 2010

The Honorable Kathleen Sebelius  
Secretary  
U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Washington, DC 20201

Dear Secretary Sebelius:

This letter is to advise you that the Maryland Department of Housing and Community Development (DHCD), under the leadership of Secretary Raymond A. Skinner, is assigned the responsibility for management and administration of the Community Services Block Grant Program for the State of Maryland. This includes the authority to make certifications and assurances required in the application of funds. This assignment of responsibilities will facilitate the grant process and contribute to the efficiency and effectiveness of program operations.

Thank you for your leadership in providing essential human services to all Americans. The DHCD and I look forward to our continued partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Martin O'Malley", written over a horizontal line.

Martin O'Malley  
Governor



#### **IV. Statement of Federal and CSBG Assurances**

**(C.S.B.G Reauthorization Act of 1998: P.L. 105-285, Section 67)**

As part of the CSBG biennial application and plan required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S. C. 9901 *et seq.*) **I, Raymond A. Skinner, Secretary, Maryland Department of Housing and Community Development, hereby agree to the Assurances in Section 676 of the Act.**

# COMMUNITY SERVICE BLOCK GRANT (CSBG) STATE APPLICATIONS

## A. Programmatic Assurances

(1) Funds made available through the grant or allotment will be used:

(a) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

(i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) secure and retain meaningful employment;

(iii) attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) make better use of available income;

(v) obtain and maintain adequate housing and a suitable living environment;

(vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to--

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

- (c) To make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts); [‘676(b) (1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle; [‘676(b) (2)]
- (3) information provided by eligible entities in the State, containing--
- (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities within the State;
  - (b) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;
  - (c) a description of how funds made available through grants made under section 675C(a) will be coordinated with other public and private resources; and
  - (d) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;
- (4) an assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;
- (5) an assurance that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;
- (6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community;
- (7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D;
- (8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b);

## **B. Administrative Assurances**

The State further agrees to the following, as required under the Act:

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. ['675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. ['675C(a)(1) and (2)]
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. ['675C (a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. ['675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. ['676(a) (2)(B)]
- (7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]
- (8) To hold as least one legislative hearing every three years in conjunction with the development of the State plan.['676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e) (2)]

(10) To conduct the following reviews of eligible entities:

- (a) full onsite review of each such entity at least once during each three-year period;
- (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;]
- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]

(11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- (a) inform the entity of the deficiency to be corrected;
- (b) require the entity to correct the deficiency;
- (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
- (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
- (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]

(12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.

(13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]

(14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System ['678E(a)(1)].

(15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.

(16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.

U.S. Department of Health and Human Services  
Certification Regarding Drug-Free Workplace Requirements  
Grantees Other Than Individuals

**By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.**

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see above).

Definitions of terms in the Non procurement Suspension and Debarment common rule and the Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

“Employee” means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All “direct charge” employees; (ii) all “indirect charge” employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee’s payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee’s payroll; or employees of subrecipients or subcontractors in covered workplaces).

**The grantee certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee’s policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and,
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point of the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

## **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

   
\_\_\_\_\_  
SIGNATURE DATE

Raymond A. Skinner, Secretary

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

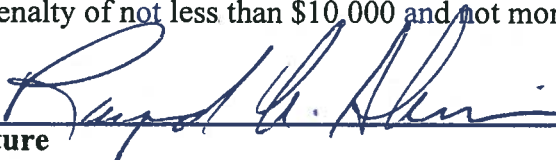
- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature



Date

8/24/10

Raymond A. Skinner, Secretary

## **V. The Narrative State Plan**

## **A. Administrative Structure**

### **(1) State Administrative Agency**

#### ***(a) Mission and responsibilities of lead agency***

Since 1987 DHCD's Office of Community Programs (OCP) has been administering the CSBG Program. OCP staff administrative responsibilities centered on: (1) assessing the continued eligibility of all subgrantees; (2) monitoring the performance and compliance of all subgrantees with federal and State laws and requirements; (3) providing technical assistance, especially with development of computerized tracking systems; and (4) complying with all federal financial and reporting requirements.

The administering agency for the Community Services Block Grant Program is located in the Department of Housing and Community Development under the Division of Neighborhood Revitalization in the Office of Community Programs. The mission of the Division of Neighborhood Revitalization is to revitalize and strengthen Maryland's Communities by focusing on local needs, defining opportunity and building on assets through efficient and caring teamwork.

#### ***(b) Goals and objectives of lead agency***

The primary goal of DHCD's Office of Community Programs (OCP) is to provide Community Services Block Grant (CSBG) funds and administrative oversight to Maryland's Community Action Agencies (CAAs) for a range of services and activities designed to assist the low income population of the State to achieve and maintain self-sufficiency. A secondary goal of the OCP is to facilitate and encourage the coordination and establishment of linkages among government agencies, social service organizations and the private sector to assure the effective planning and delivery of services to the low income population of Maryland.

### **(2) Eligible Entities**

#### ***(a) List of Eligible Entities (See List following this page)***

#### ***(b) Geographic Areas (See Map following the list of Eligible Entities)***

### **(3) Distribution and allocation of Funds**

#### ***(a) Planned Distribution of Funds for Current Fiscal Year (See table following this page).***

## **State of Maryland Community Action Agencies and Limited Purpose Agency**

**Ms. Courtney Thomas**  
**Executive Director**  
**Allegany County Human Resource**  
**Development Commission, Inc.**  
**125 Virginia Avenue**  
**Cumberland MD 21502**  
**301-777-5970 Fax 301-722-0937**  
**Email: [cthomas@allconet.org](mailto:cthomas@allconet.org)**

**Ms. Gretchen Huntley**  
**Director of Planning and Evaluation**  
**Anne Arundel County Economic Opportunity**  
**Committee, Inc.**  
**251 West Street; P.O. Box 1951**  
**Annapolis MD 21401-1951**  
**410-626-1900 Fax 410-267-9143**  
**Email: [brian.angus@yahoo.com](mailto:brian.angus@yahoo.com)**

**Mr. Greg Sileo**  
**Executive Director**  
**Baltimore Community Action Program**  
**Mayor's Office of Human Services**  
**100 N. Holliday Street, Room #250**  
**Baltimore MD 21202**  
**[Greg.Sileo@baltimorecity.gov](mailto:Greg.Sileo@baltimorecity.gov)**

**Mr. Antonio Coffield**  
**Executive Director**  
**Community Assistance Network, Inc.**  
**7900 East Baltimore Street**  
**Baltimore MD 21224**  
**410-285-4674 Fax 410 285-6707**  
**Email: [acoffield@canconnects.org](mailto:acoffield@canconnects.org)**

**Mr. Santo A. Grande, President**  
**Delmarva Community Services**  
**2450 Cambridge Beltway**  
**Cambridge MD 21613**  
**[santo@dcsdct.org](mailto:santo@dcsdct.org)**

**Mr. Duane Yoder**  
**President**  
**Garrett County Community Action Committee,**  
**Inc.**  
**104 East Center Street**  
**Oakland MD 21550**  
**301-334-9431 Fax 301-662-3079**  
**Email: [dyoder@garrettcac.org](mailto:dyoder@garrettcac.org)**

**Ms. Judith R. Mason**  
**Executive Director**  
**Harford County Community Action, Inc.**  
**1321 B Woodbridge Station Way**  
**Edgewood MD 20140**  
**410-893-9034 Fax 410-893-8937**  
**Email: [jmason@harfordcommunityaction.org](mailto:jmason@harfordcommunityaction.org)**

**Ms. Bitia Dayhoff**  
**President**  
**Community Action Council of**  
**Howard County, Maryland, Inc.**  
**6751 Columbia Gateway Dr., 2nd Floor**  
**Columbia MD 21046**  
**410-313-6440 Fax 410-313-6479**  
**Email: [bdayhoff@cac-hc.org](mailto:bdayhoff@cac-hc.org)**

**Distribution of 2009 CSBG Funds to Subgrantees**

<b>Distribution of Funds</b>	<b>Percent of Fund Allocated</b>	<b>Amount of Funds Allocated</b>
<b>Sub grantees</b>	<b>92%</b>	<b>\$8,593,100.00</b>
<b>Discretionary</b>	<b>5%</b>	<b>\$477,394.00</b>
<b>State Administration</b>	<b>5%</b>	<b>\$477,394.00</b>
<b>Total</b>	<b>100%</b>	<b>\$9,547,888.00</b>

#### **D. Description of Distribution and Use of Discretionary Funds**

The Office of Community Programs (OCP) will reserve up to five percent (5%) of the CSBG funds received for discretionary purposes. These funds will be awarded first to the Limited Purposes Agency requesting funds. The OCP may accept requests for any unused discretionary funds for a specific eligible CSBG activity that will assist low-income persons to become self-sufficient. OCP may transmit to each CSBG agency an announcement, which will detail requirements the agency must meet in order to be considered for an award of discretionary funds. Generally, the same application forms as required for the CSBG grant will be utilized. There is not an established timetable for this application process. Applications will be received and reviewed based on projects named. Alternately, in accordance with the CSBG Act OCP may fund innovative community and neighborhood-based initiatives relative the purposes delineated therein, to include CAA capacity building and asset wealth preservation activities. However, any award made utilizing these funds must be expended within the two years of the federal fiscal year associated with the funds.

We have allocated \$120,000 in discretionary funds to the Spanish Speaking Community of Maryland, Inc. In addition, \$30,000 has been allocated and set aside for Maryland Community Action Partnership, Inc.

#### **E. Description of Use of Administrative Funds**

The Office of Community Programs (OCP) has administered the CSBG program since FFY 1987. Administrative funds have been used to fund Program staffs that are responsible for the development and implementation of goals which fulfill the mission and mandates of the federal authorizing legislation. OCP program administration includes planning, monitoring, technical assistance and training. OCP staff includes the CSBG Director, two field operations staff, and one support staff. These individuals are assisted by Divisional fiscal, technical and administrative staff as well as Departmental audit, finance and legal personnel.

The OCP field operations staff activities include the review of the annual grant applications from subgrantees to ensure compliance with federal and State requirements, verification of subgrantee compliance in program areas, observation of subgrantee services, and an assessment of subgrantee performance as outlined in their grant applications. OCP staff also assists in the provision of training for subgrantees' boards of directors, compiling and analyzing data for the CSBG Uniform Data Collection and Reporting System, and development of an annual report on CSBG activities. Administrative funds are also used to purchase office supplies.

***(c) Coordination with Other Public and Private Resources***

The DHCD's OCP in conjunction with the Maryland Department of Human Resources, and the Office of Weatherization Assistance continued to administer the following sources of funding to ameliorate the causes and conditions of poverty in Maryland:

Low Income Home Energy Assistance Program (LIHEAP or MEAP), a federal program where funds, passed through the Maryland Department of Human Resources, were distributed to eligible agencies to provide home heating assistance and energy crisis supplemental assistance to households whose income does not exceed 150% of the poverty guidelines designated by the Office of Management and Budget. Eighty-five percent of the agencies operating the MEAP programs in Maryland are members of the Community Action Network.

Weatherization Assistance Program (WAP), a federal program through the Department of Energy (DOE), operated by the Maryland Department of Housing's Weatherization Office, provided conservation services, including furnace retrofit to low-income households to reduce their energy consumption. Maryland's Weatherization Office is continuing to work with the local utilities to ensure a steady source of funding for this program.

Local private firms such as banks, food stores, clothing establishments, housing materials and tools from companies such as Lowe's, etc.

***(d) Innovative Community and Neighborhood-based Initiatives***

**Human Services Programs of Carroll County, Inc.**

Human Services Programs of Carroll County, Inc. (HSP) has worked to mobilize resources to support operations of the County's Cold Weather Shelter under the CSBG category of Emergency Services. The Cold Weather Shelter operates from November 15<sup>th</sup> through March 31<sup>st</sup> of each year to provide a warm place for clients to sleep, shower, eat and launder their clothing. This shelter serves approximately 127 clients each day with an average of 22 clients per night.

The facility was opened in 2007 and was built with Community Development Block Grant funds through the support of Carroll County Government. While funds were available for the build, no additional funding was available for Cold Weather Shelter staffing or operations. HSP receives only \$6,500 from our County Government each year for operation of this shelter. The estimated operating cost exceeds \$50,000 each season. To bridge this gap between cost and resources, HSP management and staff embarked on a plan to provide the needed services. A plan was designed and implemented in 2007 to recruit and train volunteers to operate the Cold Weather Shelter 7 days a week from 6pm-11pm. The plan was successful in the first year however many staff "volunteered" their time to supplement support from the community.

**Shore Up!, Inc. (continued)**

Out of 51 parents who listed their educational level, 21, or 41%, had an 8<sup>th</sup> grade education or less. Likewise, out of another set of parents who listed their educational level, well over half of the participants—17 out of 25 persons, or 68%--also had less than an 8<sup>th</sup> grade education. With such a low educational level, parents may need literacy skills themselves and most probably need assistance teaching their own children literacy skills. The project has served 30 households and 26 children.

**Montgomery County Community Action Agency, Inc  
Volunteer Income Tax Assistance (VITA) Program**

The Montgomery County Community Action Agency's (MCCAA) Volunteer Income Tax Assistance (VITA) Program is designed as one strategy in an array of county-wide/community-wide efforts to move area residents out of poverty. There are many VITA sites located throughout Montgomery County that offer free tax preparation and free E-filing, but MCCAA addresses the tax needs of low income residents and individuals with the complex needs of experiencing homelessness, domestic violence, mental illness, dementia and other disabilities, as well as aging and limited English populations. MCCAA is the only organization with this special exemption.

Montgomery County Community Action Agency's goal for its VITA Tax Program is an attempt to steer clients away from predatory tax preparers and check cashing organizations by providing free income tax preparation that gives the client 100% of their refund; ensure that the clients file for all income tax credits they are entitled to (including CIC and EITC); and ensuring that all returns are timely filed. The monies generated from these refunds can be utilized to further lift the client out of poverty.

The Montgomery County Community Action Agency collaborates and sponsors EITC informational meetings with community based nonprofit and for profit agencies to deliver and publicize services. Some of our partners included Interfaith Works, City of Rockville, Catholic Community Services and Linkages to Learning, ARC of Montgomery County, and Chase Partnership House.

During tax year 2008, In the Takoma East Silver Spring (TESS) Center over 82% of the returns prepared were for Hispanic clients, with 10% for African American clients, and the other 8 percent being Indian, Armenian, Muslim, Iranian, Arabic, French or other. At the Progress Place Center, 85% were African American, 10% Hispanic, and 5% of other nationalities. At the Rockville Center, 90% of clients serviced were Afro American, 5% Hispanic, and 5% were other nationalities.

The outcomes Montgomery County Community Action Agency's (MCCAA) VITA focus on are the number of E-filed returns prepared, the total dollar amount of money refunded by both the state and federal government, the amount of EITC credited to the taxpayer and the preparation of quality tax returns with as few errors as possible.

**Montgomery County Community Action Agency, Inc**

**Volunteer Income Tax Assistance (VITA) Program (continued)**

There was two Community Action Agency staff persons assigned to the program. The Program Manager was in charge of initiating the program, coordinating trainings and overseeing the smooth running of the program.

The community service aid was responsible for scheduling appointments and outreach.

The CSBG funds paid for the VITA site coordinator and one tax preparer. The Coordinator was responsible for the volunteers, oversees that the forms get processed, liaisons with the IRS and outreach to low income individuals who are eligible for the services.

The Montgomery County community Action Agency office is the site where clients come for their appointments. The office provides the computers, stationary, telephones, postage and travel reimbursements.

**Washington County Community Action Council, Inc.**

Washington County Community Action Council, Inc. (WCCAC) administers the Summer Food Service Program. The purpose of the program is to ensure that low-income children in the City of Hagerstown continue to receive nutritious meals when school is not in session. Free meals, that meet the Federal nutrition guidelines, are provided to all children at approved recreation sites in areas of the City with significant concentrations of low-income child. The program is sponsored nationally by the United States Department of Agriculture (USDA), at the state level by the Maryland State Department of Education (MSDE), and locally by CAC with financial support from the City of Hagerstown. The City of Hagerstown provides funds for meals that do not qualify for reimbursement and some administrative costs.

The Washington County Board of Education prepares, packages, and delivers the meals to the 7 summer recreation sites. During the 2008-2009 program year, CAC was able to expand the program to include breakfast. This past program year, the program provided both breakfast and lunch to approximately 600 low-income children who participate at 7 summer recreation sites around the city. CSBG funds are used to cover administrative costs. The program costs approximately \$7,500 per year to operate not including the cost of food reimbursement by MSDE.

In May 2010, The State of Maryland Office of Community Programs hosted a CSBG Administration workshop at the Maryland Community Action Partnership/Maryland Head Start Association Conference held in Ocean City, Maryland. OPC staff provided a review of the current policy and procedures for the CSBG program. The application deadline for the CSBG application and Results-Oriented Management and Accountability (ROMA) was July 16, 2010. Applications were reviewed and approved by the CSBG director and a signed copy is returned to the agency and one copy is kept on file at the Maryland Office of Community Programs.

**(3) *Tripartite Boards***

The State of Maryland assures that each agency is in compliance with the Federal Law regarding Tripartite Boards. To ensure that this is carried out the State provides information regarding the requirements of a tripartite board structure to each Community Action Agency in three documents they are: the CSBG Operations Manual, CSBG Grant agreement, and the Federal Assurances to be submitted with Community Action Plans each year.

**(4) *State Charity Tax Program***

The State of Maryland does not utilize CSBG funds for State Charity Tax Programs. However, the State has its own tax credit program. This is the Community Investment Tax Credit program. The State of Maryland authorizes \$1 million in State tax credits for the Community Investment Tax Credit program annually. These tax credits are awarded to nonprofit organizations, which market credits to eligible Maryland businesses in exchange for contributions to their approved community revitalization projects.

CSBG funds are not used for tax credit purposes; however the State of Maryland has its own Tax credit program titled the Community Investment Tax Credit Program (CITC). This program is accessible to all the Community Action Agencies.

**(5) *Programmatic Assurances***

The following is a description of how each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out:

**Implementation of Assurances**

CSBG subgrantees administer a variety of programs and activities. Program modification occurs annually based upon changing local needs and availability of resources. It is anticipated that during FFY 2010 that 17 of the 18 CSBG subgrantees will operate programs similar to those which were operated during FFY 2010, with continued emphasis on case management and family development programs.

- \* Employment Assistance and Coordination
  - \* Jobs Program/Job Developers
  - \* Minority Contractors Training and Technical Assistance Program
  - \* Project Self-Sufficiency
  - \* Youth Business Development
  - \* Youth Employment and Career Development
- iii. To assist in attaining an adequate education:
- Obstacles relating to lack of education are addressed by these programs;
- \* After School Programs
  - \* Child Development
  - \* Community Participation Enhancement Program
  - \* Education Counseling
  - \* Head Start
  - \* Tutorial Assistance
- iv. To assist in making better use of available income:
- Budgeting and financial literacy are the concern of these programs;
- \* Community Food and Nutrition
  - \* Credit Union Management
  - \* Demonstration Housing Repair
  - \* Economic Development - Food Service, Transportation Services, Building Maintenance, Housing Development
  - \* Energy Conservation Program
  - \* Energy Extension Service
  - \* Food Cooperative
  - \* Full Service Food Assistance Centers
  - \* Thrift Shops
  - \* Volunteer Services
  - \* Weatherization
- v. To assist in obtaining and maintaining adequate housing and a suitable living environment:
- The non-emergency housing needs of Marylanders are addressed by;
- \* City Rehab Project
  - \* Community Housing Development
  - \* Community Participation Enhancement Program
  - \* Home Maintenance and Repair
  - \* Home Ownership Project/New Construction
  - \* Housing Assistance
  - \* Housing Counseling Services

## **(2) *Addressing the needs of Youth***

The following are a few examples of what Maryland Community Action Agencies are doing to address the needs of youth in low-income communities:

### **Anne Arundel County Economic Opportunity Committee, Inc.**

The Homework Haven Program has made a positive difference with the young people at Woodside Gardens. Volunteers from churches work with the youth as a group or on an individual bases to help with homework or projects. The youth have a safe and supervised place where they can get the help they need and it shows in their grades and attendance. Also, there are different planned activities for teens that keep them involved and away from drugs and gang activity.

In FFY 2009, the Agency conducted a community needs assessment specifically for the youth population. It was found as a result, it was found that of some housing developments undergo renovations and occupants are relocated to other housing developments. According to the Annapolis Police Department, there have been more crime incidents in developments when families are relocated.

### **Baltimore Community Action Program**

This project was designed to provide at-risk youth with positive physical and social activities during after school and evening hours, time periods when high-risk behaviors were most likely to occur. The project had two major components that were designed to provide comprehensive interaction with the youth :

- (a) several physical activities that the youth participated in, such as basketball leagues, flag football games and track and field competitions.
- (b) a counseling/ mentoring component in which staff assessed the youth's school records, family support system, and any history of criminal behavior to determine the level and types of interventions needed. The staff met with parents routinely to discuss the youth's development.

Baltimore City Community Action partnered with the City's Department of Recreation and Parks who provided facilities and staff to conduct this project. The agency also partnered with local businesses that provided some financial assistance.

The project served approximately 1200 youth in East Baltimore. As noted in Goal 6.3 of the National Performance Indicator (NPI), a substantial number of youth who participated in the programs achieved the outcomes outlined – 88% improved their health and physical development; 63% improved their social / emotional development; 89% increased academic, athletic or social skills for school success; and 67% avoided risk taking behavior for a defined period of time. The youth in the program school performance remained constant.

**(c) *State Assurance 676(b)(5):***

**Coordination and establishment of linkages between governmental and other social services programs to provide employment and training activities for low-income individuals:**

In many cases this will be accomplished through the use of the same local CSBG subgrantees for both social service programs and job training programs.

**(d) *Assurance 676(b)(6)***

**Coordination Between Anti-Poverty Programs:**

DHCD has in the past and will continue to promote and facilitate coordination between local anti-poverty programs and low-income energy assistance programs. In many cases this coordination is accomplished through the use of the same local CSBG subgrantees for both anti-poverty programs and low-income energy assistance programs (e.g., Weatherization).

**(e) *Assurance 676(b)(9)***

**Coordinating with and forming partnerships with other organizations serving low-income individuals:**

Community Colleges and Universities; various County Agencies; faith-based institutions; community non-profits, area food pantries; Maryland Department of Housing and Community Development; Maryland Department of Social Services; community media; local community boards are all examples of partnerships serving the low-income population in Maryland.

## **G. Fiscal Controls and Monitoring**

**(1) *State Program Monitoring***

**(a) *Full onsite review of each such entity at least once during each 3-year period:***

A team from the program staff will visit each subgrantee during the three year time period to check financial systems as set forth by OMB A-122, A-110 and A-133, contract and programmatic compliance.

**(b) *Onsite review of newly designated community action agencies:***

In July 2006, Delmarva Community Services was designated as an eligible entity. The appropriate monitoring and technical assistance was conducted November 13, 2007. As a result, the Agency was found to be in compliance.

***(e) Date of the last audit***

**Allegany County Human Resource  
Development Commission, Inc.**

Date of last audit-5/14/10

Period covered-10/01/08 – 9/30/09

**Anne Arundel County Economic  
Opportunity Committee, Inc.**

Period covered 7/01/07 – 6/30/08

**Baltimore City**

**Human Services Division**

**Department of Housing and  
Community Development**

Date of last audit-4/2/10

Period covered-7/1/08-6/30/09

**Community Assistance Network, Inc.**

Date of last audit-11/07

Period covered-9/1/06-8/31/07

**Delmarva Community Services, Inc**

Date of last audit-2/7/10

Period covered-7/1/08-6/1/09

**Garrett County Community Action  
Committee**

Date of last audit-2/26/10

Period covered-10/1/08-9/30/09

**Harford County Community Action,  
Inc.**

Date of last audit-4/3/10

Period covered-7/1/08-6/30/09

**Community Action Council of Howard  
County, Inc.**

Date of last audit-3/31/10

Period covered-7/1/08-6/30/09

**Montgomery County Community  
Action Agency**

Date of last audit-12/7/07

Period covered-7/1/06-6/30/07

**Maryland Rural Development  
Corporation**

Date of last audit-8/28/09

Period covered-1/1/08-12/31/08

**Neighborhood Service Center, Inc.**

Date of last audit-6/30/06

Period covered-6/05-7/06

**Shore Up, Inc.**

Date of last audit-5/7/10

Period covered-7/1/08-6/30/09

**Human Services Programs of Carroll  
County, Inc.**

Date of last audit-10/22/09

Period covered-7/1/08-6/30/09

**Washington County Community  
Action Council, Inc.**

Date of last audit-2/22/10

Period covered-10/1/08-9/30/09

**Frederick Community Action Agency**

Date of last audit-10/31/10

Period covered-7/1/08-6/30/09

**United Communities Against Poverty**

Date of last audit-3/28/10

Period covered-7/1/08-6/30/09

**Southern Maryland Tri-County  
Community Action Committee, Inc.**

Date of last audit-1/25/10

Period covered-7/1/08-6/30/09

8. Review-- A determination to terminate the designation or reduce the funding of an eligible entity is reviewable by the Secretary. The Secretary shall, upon request, review such a determination. The review shall be completed in no later than 90 days after the Secretary receives from the State all necessary documentation relating to the determination to terminate the designation reduce the funding. If the review is not completed within 90 days, the determination of the State shall become final at the 90th day.

**(3) *Fiscal Controls, Audits, and Withholdings:***

CSBG subgrantees are required to obtain on an annual basis the services of an independent Certified Public Accountant to perform an organization-wide Single Audit of the subgrantee in accordance with the Single Audit Act of 1984 and OMB Circulars A-128 or A-133. The Audit shall cover the entire operations of the subgrantee and shall comply with generally accepted government auditing standards for financial and compliance audits as contained in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (1988, Revision) issued by the General Accounting Office. The audit is due to the Department within twelve months after the end of the subgrantee's fiscal year.

**(a) *The Assurance 676(b)(7):***

*State Cooperation with Federal Investigations*

DHCD will cooperate with any federal investigation of the use of funds promptly upon request. DHCD will specify in grant agreements with local subgrantees that all pertinent records and documents are to be made available to the Secretary of DHHS and the Comptroller General of the United States or their duly authorized representatives.

**(b) *The Assurance 676(b)(8):***

*Termination of Funding*

DHCD will continue to fund the existing community action agencies which were funded in prior fiscal years. In accordance with P.L. 97-35, as amended, DHCD assures that federal funding for the community action agencies and the other eligible entities will not be terminated during FFY 2009, unless after due notice, and an opportunity for a hearing on the record, the State determines that cause existed for such termination. The termination will be subject to review by the Secretary of DHHS as provided in Section 676(A) of the Community Services Block Grant Act.

# RESULTS-ORIENTED MANAGEMENT AND ACCOUNTABILITY

## OUTCOME MEASURES AND RESULTS

2011 - 2012



*Helping People. Changing Lives.*

## OUTCOME MEASURES AND RESULTS

### Low-Income People Become More Self-Sufficient – OCS Goal 1 – Family – Page 1

1	2
Outcomes for Self-Sufficiency	Expected to Achieve the Outcome (Performance Target)
<p><b>1.1 Employment</b> - The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:</p>	
Outcomes with Indicators	
<p><b>A) Unemployed and obtained a job</b> – To demonstrate the skills necessary to obtain and maintain employment.</p>	
<p>1) Received case-management services developed a plan and completed goals on their plan.</p>	27,113
<p>2) Work Maturity/Job Readiness – demonstrated the skills for seeking employment-preparation of job applications, preparation of a resume, interview skills, and proper dress/appearance.</p>	944
<p>3) Obtained work experience as a non-paid volunteer and developed measurable identified skill(s) – On-the Job Training.</p>	157
<p>4) Engaged in job search activities that lead to sustained employment.</p>	679
<p>5) Job Placement – Obtained employment.</p>	669
<p>6) Job Placement – Obtained self-employment.</p>	66

## OUTCOME MEASURES AND RESULTS

### Low-Income People Become More Self-Sufficient – OCS Goal 1 – Family – Page 3

1	2
<b>Outcomes for Self-Sufficiency</b>  <b>1.2 Employment Supports</b> - The number of low-income participating for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:	Expected to Achieve the Outcome  (Performance Target)
<b>Outcomes with Indicators</b>	
A) Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.	
1) Demonstrated the technical or vocational skills for obtaining permanent employment by attending/ graduating from an educational/vocational training program.	<b>533</b>
2) Demonstrated the skills for seeking employment – preparation for job applications, resume, interview skills, and proper dress/appearance.	<b>797</b>
B) Completed ABE/GED and received certificate or diploma required for employment.	
1) Obtained a GED; demonstrated a level of knowledge/literacy skills equal to a high school Diploma.	<b>1,171</b>
2) Completed all adult basic education classes and has the knowledge and skills to move toward obtaining a GED.	<b>254</b>
3) Understand and speak the English language at a competency level for communicating basic needs.	<b>327</b>
4) Obtained an alternative high school/external diploma: demonstrated a level of knowledge/literacy skill equal to a high school Diploma.	<b>35</b>
5) Identified a career/educational goal for employment and the steps needed to pursue career/educational goal.	<b>405</b>

## OUTCOME MEASURES AND RESULTS

### Low-Income People Become More Self-Sufficient – OCS Goal 1 – Family – Page 5

1	2
Outcomes for Self-Sufficiency	Expected to Achieve the Outcome (Target)
<p><b>1.3 Economic Enhancement &amp; Utilization</b> – The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome.</p>	
Outcomes with Indicators	
A) Economic Enhancements	
1) Household/Individual participate in Tax Preparation Programs Federal Earned Income Tax Credit.	9,459
2) Household/Individual participate in Tax Preparation Programs – Federal Child Tax Credit.	888
3) Household/Individuals obtained court-ordered Child Support Payments.	117
4) Household/Individuals enrolled in a telephone lifeline and/or energy discounts program (EUSP).	32,933

# OUTCOME MEASURES AND RESULTS

## The Conditions in which Low-Income People Live Are Improved – OCS Goal 2 – Community – Page 1

1	2
Outcomes for Improved Community Conditions	Number of Projects /Initiatives from previous year(s). Still Progressing Toward Outcome
<p>2.1 Community Improvement and Revitalization: Increase in, or preservation of opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:</p>	
Outcomes with Indicators	
A) Accessible "Living Wage" Jobs Created or Retained in the Community	
1) The number of living wage jobs for the targeted area and families have been increased/maintained as a result of CAA/Community effort.	608
2) Business ownership and/or entrepreneurial activities that will provide living wage jobs and opportunities for low-income people are supported by CAA/Community activities or funding.	3
B) Safe and Affordable Housing Units Created in the Community	
1) Community realized an increase in number of homes or rental units that meet building codes or standards of quality.	798
2) Community realized an increase in the number of affordable houses or rental units available.	25

## OUTCOME MEASURES AND RESULTS

### The Conditions in which Low-Income People Live Are Improved – OCS Goal 2 – Community – Page 3

1	2
<p><b>Outcomes for Improved Community Conditions</b></p> <p>2.1 Community Improvement and Revitalization: Increase in, or preservation of opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:</p>	<p>Number of Projects /Initiatives from previous year(s). Still Progressing Toward Outcome</p>
<p><b>Outcomes with Indicators</b></p> <p><b>D-H) Accessible and affordable services/facilities for low-income people are created or maintained in the community.</b></p>	
<p>1) Accessible and Affordable Health Care Services/Facilities for Low-Income People are Created or Maintained in the Community.</p>	
<p>2) Accessible Safe and Affordable Childcare or Child Development Placement Opportunities for Low-Income Families are created or maintained in the Community.</p>	560
<p>3) Accessible "Before" and "After" School Program placement opportunities are created and maintained in the community for low-income families</p>	53
<p>4) Accessible new, preserved, or expanded transportation resources are available in the community to families and individuals, including public private transportation.</p>	6
<p>5) Accessible preserved or increased educational and training placement opportunities for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.</p>	74

## OUTCOME MEASURES AND RESULTS

### Low-Income People Own a Stake in Their Community – OCS Goal 3 – Community – Page 1

1		2
Outcomes for Ownership by Low-Income People		New this Fiscal Year: Number of Units
3.1 Civic Investment		
<b>Outcomes with Indicators</b>		
<b>A) The number of volunteer hours donated to Community Action.</b>		
1) Low-income people serve on Community Action Governing Board		197
2) Low-income people serve on Head Start Policy Council/Governing Board, Advisory Committees		72
3) Low-income people serve on Family Center/Parent Councils		481
4) Low-income people serve on Senior Citizens Councils		399
5) Low-income people serve on School Boards		
6) Low-income people serve on Housing Tenant Groups		7
7) Low-income people serve on Non-Profit Agency and/or Community Organization Boards		27
8) Low-income people serve on other Advisory Committees		34

## OUTCOME MEASURES AND RESULTS

### Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved OCS Goal 4 – Agency – Page 1

#### ROMA Goal 4 – Partnerships Among Supporters and Providers of Services to Low-Income People Are Achieved

- 4.1.A.: Formal Arrangements (MOU/Service Contracts)
- 4.1.B.: Financial Agreements (Business/Financial Institutions)
- 4.1.C.: Informal Working Relationships
- 4.1.D.: Alliances

<b>1. Specific Partnerships Identified</b>	
<b>Type of Agency</b>	<b>Partnerships</b>
<b>(Private, Public, Faith-based, nonprofit)</b>	
Formal Arrangement/MOU Service	287
Contracts	
Financial Agreements	981
Informal Working Relationships	283
Alliances	54

# OUTCOME MEASURES AND RESULTS

## Agencies Increase Their Capacity to Achieve Results OCS Goal 5 – Agency – Page 2

1	2	3
<b>Outcomes - Agency Capacity</b>		
5.1 Broadening the Resource Base: The number of dollars mobilized by community action.	Units	Dollars
<b>-TABLE 2 -</b>		
<b>Outcomes with Indicators</b>		
<b>F) In-Kind and donated resources from the community</b>		
1) Volunteer hours	981,950	\$4,187,416
2) Donated Space	4,000sq. ft.	\$13,538,243
3) Donated equipment/materials	768	\$15,000
4) Donated supplies	16,500	\$58,618
5) Donated food	\$1,539,397	\$1,940,389
<b>G) Earned Income: fees for service</b>	50	\$230,140

Outcomes - Agency Capacity		Units	Activity
5.5 Organizational Asset Capacity: developing agency assets			
Outcomes with Indicators			
A) Agency Asset Development		26	Executive Management Development; Grant writing workshops; summer internships, resource development workshops, space facilities, IT, Agency Vehicles.

## OUTCOME MEASURES AND RESULTS

### Low-Income People Especially Vulnerable Populations, Achieve their Potential by Strengthening Family – OCS Goal 6 – Family – Page 2

1		2
Outcomes for Self-Sufficiency		Expected to Achieve the Outcome (Target)
<b>6.2 Emergency Assistance:</b> The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided.		
<b>Outcomes with Indicators</b>		
<b>A) Food</b>		
1) Household (individuals or families) obtained needed food during a crisis that has threatened the most basic subsistence for daily living.		<b>47,275</b>
2) Household (individuals or families) receive emergency/supplemental food.		<b>29,632</b>
<b>B) Emergency Payments to Vendors, including Fuel and Energy Bills</b>		
1) Household (individuals or families) avoid fuel crisis through agency payment.		<b>33,384</b>
2) Household (individuals or families) avoid eviction due to rental non-payment or mortgage foreclosure through agency assistance.		<b>2,756</b>
3) Household (individuals or families) avoid emergency car or home repair through agency assistance.		<b>60</b>
4) Household (individuals or families) avoid utility termination through agency payment.		<b>31,169</b>

## OUTCOME MEASURES AND RESULTS

### Low-Income People Especially Vulnerable Populations, Achieve their Potential by Strengthening Family – OCS Goal 6 – Family – Page 4

1	2
<p style="text-align: center;"><b>Outcomes for Self-Sufficiency</b></p> <p><b>6.2 Emergency Assistance:</b> The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided.</p>	<p style="text-align: center;">Expected to Achieve the Outcome (Target)</p>
<b>Outcomes with Indicators</b>	
<b>F) Legal Assistance</b>	
1) Household (individuals or families) obtained legal assistance to alleviate physical and emotional abuse and other forms of violence.	<b>45</b>
2) Household (individuals or families) obtained legal assistance to alleviate emergency immigration assistance.	<b>25,515</b>
3) Household (individuals or families) obtained legal assistance to alleviate emergency legal and financial management assistance.	<b>85</b>
<b>G) Transportation</b> – Household (individuals or families) obtained emergency transportation assistance to meet immediate and temporary needs.	<b>805</b>
<b>H) Disaster Relief</b>	
1) Household (individuals or families) obtained needing clothing during a crisis that has threatened the most basic substance for daily living.	<b>189</b>
2) Household (individuals or families) obtained services and resources needed during a disaster that has threatened the most basic subsistence for daily living.	<b>35</b>

## OUTCOME MEASURES AND RESULTS

### Low-Income People Especially Vulnerable Populations, Achieve their Potential by Strengthening Family – OCS Goal 6 – Family – Page 6

1	2
Outcomes for Self-Sufficiency	Expected to Achieve the Outcome (Target)
<p><b>6.3 Child and Family Development: The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals.</b></p>	
Outcomes with Indicators	
<b>B) Youth</b>	
1) Youth demonstrate knowledge and the skills for maintaining a physically healthy lifestyle.	<b>426</b>
2) Youth eliminate the use of substances and maintain abstinence for a 90-day period.	<b>235</b>
3) Youth understand the harmful nature of substance abuse and consistently demonstrates behaviors/skills to maintain abstinence.	<b>399</b>
4) Youth Improve Social/Emotional Development and demonstrate an adequate and acceptable level of social functioning in the community, including demonstrating the skills for communication and cooperation with other people.	<b>112</b>
5) Youth avoid risk-taking behavior and remain free from delinquent behavior for at least three months.	<b>248</b>
6) Youth have reduced involvement with criminal justice system and continue to respect and cooperate with the criminal justice system and legal authorities – including no reoccurrence of arrests or violations of probation.	<b>943</b>
7) Youth increase academic, athletic, or social skills for school success by participating in Before or After School Programs.	<b>100</b>

## **(2) *Annual report***

**(Please see Attachment 5)**

### **(b) *Program Accomplishments***

An impact on poverty in the State, based on **271,847 individuals** and **100,286 families** that were poor or near poor and who were assisted in Maryland's CSBG network in **FFY 2009**.

The characteristics of these individuals reflect an emphasis on helping those who need it:

- **26,983** low-income persons in community action employment initiatives got a job or became self-employed. In addition, barriers to initial or continuous employment were reduced or eliminated through assistance from community action;
- **7,052** low-income households had an increase in financial assets and/or financial skills as a result of community action assistance;
- **2,018** organizations, both public and private, worked with CAAs to expand resources and opportunities in order to achieve family and community outcomes;
- **45,607** senior citizens and individuals with disabilities received services and were able to maintain independent living situations as a result of services made available through Community Action Agencies;
- **186,814** low-income individuals or families received emergency assistance;
- **4,948** parents and other adults benefited from participation in developmental or enrichment programs.

### **c) *CSBG Retreat***

On January 10th – 11th 2010, the State of Maryland (DHCD), Division of Neighborhood Revitalization facilitated and sponsored the annual Maryland Community Action Partnership Retreat. A total of 16 Community Action Agencies participated with 32 representatives and three DHCD staff persons. The main focus for the retreat was to review State Legislative Strategies, presenter from the Maryland Fuel Fund, Session on Poverty Alleviation Moving Families to Self-Sufficiency.

**d) *Statewide News Release***  
**(See Attachment 3)**

**e) *CAA Combined Leverage/Resources***  
**(See Attachment 6)**

The State of Maryland Department of Housing and Community Development hosts various training and technical assistance events through out the year. The trainings range from CSBG Administration Workshops, board assessments; individualized board training workshops; Board training workshop conducted at the recent MCAP/MHSA Conference in Ocean City, Maryland. .

## 12-101. Community action agencies

(a) Definitions. -- In this section the following words have the meanings indicated.

(1) "Community action agency" means:

(i) A governmental unit in a political subdivision of the State;

(ii) A governmental unit created by a combination of political subdivisions;

(iii) An agency designated as a community action agency under relevant provisions of the Economic Opportunity Act of 1964 as amended by the Community Services Block Grant Program; or

(iv) A private, nonprofit community organization that meets the requirements for designation as a community action agency.

(2) "Designation" means the selection of a proposed community action agency by the governing body of a political subdivision.

(3) "Governing body" means the county council, board of commissioners, or other legislative body of a political subdivision that collectively possesses the power to adopt and carry out local laws and ordinances; in Baltimore City "governing body" means the Board of Estimates.

(4) "Poverty level population" means the number of people whose household income level is below the poverty line set by the Office of Management and Budget.

(5) "Local initiative" means the amount of federal funds received by a community action agency for conduct, administration, and general community programming.

(b) Purpose of section. --

(1) The General Assembly of Maryland recognizes that the economic and social well-being of the citizens of the State is intrinsic to the strength and viability of the State as a whole.

(2) It is the purpose of this section to strengthen, supplement and coordinate efforts to combat the causes and problems of poverty in Maryland by:

(i) Mobilizing resources of both the private and public sectors of the economy in order to increase opportunities for poor and low income citizens to develop their skills, knowledge, and capabilities;

(ii) Developing the full potential of poor and low income citizens so that each person can live in decency and dignity and achieve individual and family self-sufficiency; and

(iii) Promoting the development, evaluation, and use of new and innovative approaches to attack the origins and issues of poverty.

(c) Intent of section. -- This section is intended to strengthen the ability of

communities to plan and coordinate available local, federal, State, and private resources, by making this assistance more responsive to local needs and conditions.

(d) Authority of governing body with jurisdiction over community action agency. --

(1) The governing body with jurisdiction over the community to be served by the proposed community action agency may make, change, or revoke a designation:

(i) By act, ordinance, or resolution; or

(ii) By order of the chief executive of the governing body if the chief legal officer certifies in writing that the chief executive possesses the power to make the designation on behalf of the governing body.

(2) (i) The governing body shall conduct a public hearing before it makes, changes, or revokes a designation.

(ii) A transition or close down plan shall accompany the notification to the public of a proposed change in or revocation of a designation.

(iii) A change in or revocation of a designation shall take effect at the start of the State fiscal year.

(e) Administration; board of directors; composition; term; delegation of responsibilities for policy determinations. --

(1) A community action agency shall administer its programs through a community action board consisting of at least 15 members, structured so that:

(i) One-third of the members of the board are elected public officials currently holding office, or their representatives;

(ii) At least one-third of the members are persons chosen by a democratic selection method designed to assure that they are representative of the poor in the area served;

(iii) The other members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community;

(iv) Each member of the board selected to represent a specific geographic area in a community resides in the area represented; and

(v) A person selected under subparagraph (ii) or (iii) may not serve for more than 5 consecutive years or for more than a total of 10 years.

(2) (i) If a community action agency delegates responsibility for policy determinations to a subsidiary board, council, or similar agency, that board, council, or agency shall be broadly representative of the area.

(ii) Policy determinations may include the character, funding, extent, and administration of, and budgeting for programs or projects affecting a particular geographic area in a community.

target community;

(ii) An assessment of the use and impact of current financial assistance; and

(iii) The establishment of priorities between projects, activities, and target areas in order to achieve the best and most efficient use of resources.

(2) (i) Encourage subsidiary boards, councils, or agencies engaged in community action program related projects to plan for, secure, and administer available financial assistance on a cooperative basis;

(ii) Provide technical and organizational assistance to the subsidiary boards, councils, or agencies; and

(iii) Take affirmative action to supplement local efforts to combat poverty by:

1. Focusing resources towards the most needy;
2. Providing employment opportunities for low income persons;
3. Closing service gaps; and
4. Enabling low income persons to participate in community action programs and projects.

(3) Initiate and sponsor community projects responsive to the needs of the poor, with particular emphasis on:

(i) The establishment of a pool of resources to serve a variety of community action programs;

(ii) The development of versatile approaches and services; and

(iii) The implementation of stopgap measures pending the expansion or modification of community action programs.

(4) (i) Establish procedures by which community residents may:

1. Influence the character of their community action programs; and
2. Participate regularly in the implementation of these programs.

(ii) Provide the necessary technical and advisory support to enable the poor and neighborhood groups to secure public and private financial assistance on their own behalf.

(5) Join with and encourage business, labor, and other private or public officials and organizations to undertake activities in support of community action programs resulting in:

(i) The additional use of private resources and capabilities to develop new employment opportunities;

## **VII. ATTACHMENT TWO**

**PUBLIC HEARING  
MARCH 10, 2010**

**HOUSE COMMITTEE ON APPROPRIATIONS**

**Subcommittee on Health & Human Resources**

Delegate Mary-Dulany James, Chair  
Delegate Keith E. Haynes, Vice Chair

Room 150, House Office Building

**Budget Hearing Agenda**

Subcommittee Staff: Nicole McCann

Budget Coordinator: Simon Powell

DATE: MARCH 10, 2010 2:30 P.M.

PAGE 2

Agency	Budget Analyst	Agency Representative	Budget Code	Budget Book
PAYGO - Department of Housing and Community Development	Flora Arabo	Honorable Raymond A. Skinner Secretary	S00A	Cap Bud. p.49
		Mr. Clarence J. Snuggs Deputy Secretary		
		Ms. Susan B. Traylor Director of Finance & Administration		

p 1

# HOUSE APPROPRIATIONS SUBCOMMITTEE ON HEALTH AND HUMAN RESOURCES

## WITNESS LIST

PLEASE PROVIDE COMMITTEE STAFF WITH 20 COPIES OF WRITTEN TESTIMONY

DATE OF MEETING: 3/10/10

TIME OF MEETING: 1:30pm ~~2:30pm~~ THIS HEARING IS BEING RECORDED

SUBJECT: Department of Housing & Community Development

SIGN ONLY IF YOU WISH TO TESTIFY

NAME AND AFFILIATION	ADDRESS & PHONE NUMBER
<input checked="" type="checkbox"/> <u>Meghan Simmons</u> <u>City of Havre de Grace</u>	<u>71 Pennington Ave, Havre de Grace</u> <u>443-866-4318</u>
<input checked="" type="checkbox"/> <u>Mr. Gage Thomas</u> <u>Cambridge City Council</u>	<u>307 Gay Street, Cambridge</u> <u>443-205-3629</u>
<input checked="" type="checkbox"/> <u>Jon Arason</u> <u>City of Annapolis</u>	<u>160 Duke of Gloucester St</u> <u>Annapolis 410-263-7961</u>
<input checked="" type="checkbox"/> <u>Mr. Fred Schultz</u> <u>City of Takoma Park</u>	<u>301-802-3832</u>
<input checked="" type="checkbox"/> <u>Sean Closkey</u> <u>The Reinvestment Fund</u>	<u>Baltimore</u> <u>410-637-8266</u>
<input checked="" type="checkbox"/> <u>Chuck Blessing</u> <u>The Intercontinental Grp</u>	<u>10315 Gary Rd, Patomac</u> <u>301-299-7799</u>
<input checked="" type="checkbox"/> <u>Mike Franklin</u> <u>Franklin's Restaurant</u>	<u>Hyattsville</u> <u>301-299-7799</u>
<input checked="" type="checkbox"/> <u>Diana Broomell</u> <u>Havre de Grace Main St</u>	<u>120 North Union Ave, St D</u> <u>410-939-1811</u> <u>Havre de Grace</u>
<input checked="" type="checkbox"/> <u>Mitch Shank</u> <u>Havre de Grace City Council</u>	<u>71 North Pennington Ave</u> <u>410-939-1800</u> <u>Havre de Grace</u>
<input checked="" type="checkbox"/> <u>Bryan A. Alston</u> <u>CPHA</u>	<u>218 W. Saratoga, Baltimore</u> <u>410-539-1369</u>

no  
Shank

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**COMMUNITY SERVICES BLOCK GRANT (CSBG) BREIFING**

PRIOR FUNDS USAGE AND PREPARATION FOR  
FEDERAL FY 2011 - 2012 DISTRIBUTION

◆ Presentation to the House Appropriations Committee, Health and Human Resources Subcommittee ◆

Wednesday, March 10, 2010

*House Appropriation Committee  
Health and Human Resources Subcommittee  
Delegate Mary-Dulaney James, Chair*

Martin O'Malley  
*Governor*

Anthony G. Brown  
*Lt. Governor*

Raymond A. Skinner  
*Secretary*

Clarence J. Snuggs  
*Deputy Secretary*

MARYLAND DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT  
100 Community Place • Crownsville, MD 21032  
1-800-756-0119 • [www.mdhousing.org](http://www.mdhousing.org)

## **ISSUE**

The purpose of this hearing is to fulfill a federal requirement for the Community Services Block Grant (CSBG) program. The federal statute for this Program requires that prior to receipt of funds a State must hold a public hearing before the General Assembly to provide information and receive public comment on the usage and distribution of the CSBG funds.

## **BACKGROUND**

The CSBG Program is funded by the U.S. Department of Health and Human Services (DHHS) and is administered by the Maryland Department of Housing and Community Development (DHCD). The purpose of the CSBG program is to provide Maryland's seventeen Community Action Agencies (CAAs) and one Limited Purposes Agency (LPA) with core administrative funds to provide services to low-income citizens of the State. As a result of these funds, the CAAs and LPA provide assistance to low-income individuals and families in each of the 23 political subdivisions in the State and Baltimore City. A list of these agencies and their service areas is included as Attachment #1.

Most recently, Maryland's share of federal CSBG program funding has ranged from \$8.7 million in FFY 2004 to \$9.5 million in FFY 2009. In addition, the American Recovery and Reinvestment Act (ARRA) provided another \$13.7 million to the CSBG program in FFY 2009. Notwithstanding the cessation of funding under ARRA, DHCD is anticipating level funding for the CSBG program in Maryland in the upcoming federal fiscal year.

According to federal law, 90 percent of the CSBG Program funds must be allocated to CAAs. These funds are distributed on the basis of a formula that was approved by the General Assembly and signed by the Governor on April 11, 1995. Of the remaining ten percent, five-percent of the total annual grant allocation is used for program administration by DHCD; and the other five-percent is designated for discretionary uses.

## **The Plan 2001 - 2012**

In view of the dire economic conditions facing our State and our nation, CAAs are poised to handle requests for assistance at unprecedented levels. Many individuals and families will seek assistance for the first time. Accordingly, it becomes even more important that these agencies, who historically have been on the front line providing these services, remain viable.

In order to maintain the viability of the CAAs the Maryland Department of Housing and Community Development (DHCD) continues to seek CSBG funding from the Department of Health and Human Services (DHHS). The application from DHCD to DHHS for CSBG funding includes submission of a bi-annual Plan that provides DHCD's approach to program implementation for the upcoming bi-annual period and includes information summarizing CAA performance during the prior period. The last bi-annual submission, in August 2008, noted that CAAs receiving CSBG funding assisted over **283,969** low-income Marylanders (See Attachment #2). This figure includes a total of **98,292** children under 18 years of age and more than **52,000** senior citizens.

- 17,447 low-income households had an increase in financial assets and/or financial skills as a result of community action assistance; and
- 1,439 organizations, both public and private, worked with CAAs to expand resources and opportunities in order to achieve family and community outcomes.

As in the past, DHCD will continue to distribute funds based on the criteria set forth in federal law and in Maryland Law – Section 8-101 through 8-109 of the Housing and Community Development Article of the Maryland Annotated Code; assuring that each designated community action agency will receive federal CSBG funds at a level equal to that received in FFY 1995, unless there is a redistribution or federal funding is reduced.

### **Community Services Block Grant American Reinvestment and Recovery Act Funding**

On Feb. 13, 2009, Congress passed the American Recovery and Reinvestment Act (ARRA) of 2009 at the urging of President Obama, who signed it into law four days later. A direct response to the economic crisis, the Recovery Act has three immediate goals:

- Create new jobs as well as save existing ones
- Spur economic activity and invest in long-term economic growth
- Foster unprecedented levels of accountability and transparency in government spending

CSBG was included under the American Reinvestment and Recovery Act, receiving a total of \$978,303,877 for distribution to the states and territories. Maryland received \$13,719,817. Of that amount, \$13,582,618.83 or 99% was granted directly to eligible entities around the State and 1% of the funding retained for activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.

As indicated by the Department of Health and Human Services, Recovery Act Funds may be used for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Consistent with the intent of the Recovery Act, DHCD made the funding available to eligible entities which are primarily Community Action Agencies (CAAs) that receive Community Services Block Grant (CSBG) funding from the Department annually. The grantees were strongly encouraged to focus assistance provided with Recovery Act funds on activities geared towards the preservation and creation of jobs to promote economic recovery and the provision of assistance to those most impacted by the recession. The funding was provided in addition to the normal CSBG funding for 2010, with the idea that short-term and long-term services and activities could be directed towards innovative projects that help targeted populations to achieve economic self-sufficiency for the long-term.

CSBG ARRA grant awards ranged from \$412,641 to the Community Action Agency serving Talbot County, to \$4,606,217 for Baltimore Homeless Services, Inc. Grants to eligible entities averaged almost \$800,000. Ultimately, grantees identified a variety of projects. Many of those projects involve job training and workforce development, with some including green jobs initiatives. In fact, fourteen of the seventeen grantees are using their ARRA funds for some form of job training, job placement or workforce development activity, while others have identified activities involving education, financial literacy or emergency assistance programs (See

## Maryland's Community Action Agencies and Limited Purpose Geographic Service Area

### Attachment #1

Grantee/Project	Service Area
Allegany County Human Resources Development Commission, Inc.	Allegany County
Anne Arundel County Economic Opportunity Commission, Inc.	Anne Arundel County
Baltimore Housing Community Action Partnership	Baltimore City
Community Assistance Network, Inc.	Baltimore County
Delmarva Community Services, Inc.	Dorchester County
Frederick Community Action Agency, Inc.	Frederick County
Garrett County Community Action Committee, Inc.	Garrett County
Harford County Community Action Agency, Inc.	Harford County
Human Services Programs of Carroll County, Inc.	Carroll County
Community Action Council of Howard County, Inc.	Howard County
Maryland Rural Development Corporation, Inc.	Caroline, Cecil, & Kent Counties
Montgomery County Community Action Agency, Inc.	Montgomery County
Neighborhood Service Center, Inc.	Talbot County
Shore UP!, Inc.	Queen Anne's, Somerset, Wicomico, Dorchester & Worcester Counties
Southern Maryland Tri-County Community Action Committee, Inc.	Calvert, Charles, & St. Mary's Counties
Spanish Speaking Communities of Maryland, Inc.	Montgomery & Prince George's Counties
United Committees Against Poverty, Inc.	Prince George's County
Washington County Community Action Council, Inc.	Washington County

## Community Action Agency Support

## Attachment #3

AGENCY	CSBG	Federal Non/CSBG	State	Local	Private	Total Leveraged Support	Total Support
Allegany County HRDC	\$265,925	\$5,754,760	\$1,052,335	\$768,666	\$1,139,511	\$8,715,272	\$8,981,197
Anne Arundel County EOC	\$333,301	\$4,567,409	\$907,209	\$1,184,753	\$46,090	\$6,705,461	\$7,038,762
Baltimore Housing CAP	\$2,858,256	\$1,000,891	\$1,517,317	\$1,042,008	\$297,329	\$3,857,545	\$6,715,891
CAN of Baltimore County	\$526,666	\$557,275	\$362,902	\$765,891	\$1,485,679	\$3,171,747	\$3,698,413
Delmarva Community Services	\$272,551	\$5,511,485	\$6,037,044	\$602,406	\$1,215,564	\$13,366,499	\$13,639,050
HSP Carroll County, Inc.	\$242,639	\$1,569,336	\$2,266,476	\$1,093,100	\$284,389	\$5,213,301	\$5,455,940
Frederick Community Action Agency	\$244,126	\$999,565	\$441,925	\$2,420,000	\$520,000	\$4,381,490	\$4,625,616
Garrett County CAC	\$245,654	\$7,533,198	\$2,792,626	\$459,559	\$3,129,245	\$13,914,628	\$14,160,282
Harford County CAA	\$245,178	\$1,062,273	\$71,558	\$174,377	\$1,282,228	\$2,590,436	\$2,835,614
CAC of Howard County	\$244,471	\$2,007,801	\$1,034,044	\$1,475,281	\$367,000	\$4,884,126	\$5,128,597
Maryland Rural DC	\$309,008	\$4,149,401	\$315,041	\$72,860	\$788,377	\$5,325,679	\$5,634,687
Montgomery County CAA	\$446,791	\$4,338,022	\$263,146	\$5,492,389	\$5,450	\$10,099,007	\$10,545,798
Neighborhood Service Center	\$241,529	\$395,530	\$67,290	\$67,844	\$129,384	\$660,048	\$901,577
Shore UP!, Inc.	\$437,487	\$12,558,330	\$4,370,290	\$322,555	\$2,032,734	\$19,283,909	\$19,721,396
Spanish Speaking Comm. of MD	\$120,000	-	-	-	\$351,400	\$351,400	\$471,400
So. MD Tri-County CAC	\$395,997	\$7,388,563	\$3,526,094	\$577,341	\$1,474,090	\$12,966,088	\$13,362,085
United Communities Against Poverty	\$531,400	\$706,568	\$781,229	\$20,000	\$515,215	\$2,023,012	\$2,554,412
Washington County CAC	\$267,172	\$2,097,834	\$2,308,906	\$353,775	\$72,531	\$4,833,046	\$5,100,218
<b>TOTALS</b>	<b>\$8,228,151</b>	<b>\$62,198,24</b>	<b>\$28,115,43</b>	<b>\$16,892,805</b>	<b>\$15,362,216</b>	<b>\$122,342,6</b>	<b>\$130,570,84</b>

## **IX. ATTACHMENT FOUR**

### **PRE-SELECTED LOCATION SITES OF THE PLAN**

**MARYLAND RURAL DEVELOPMENT CORPORATION.**

428 4th Street, Suite 8  
Annapolis, MD 21401

**MONTGOMERY COUNTY COMMUNITY ACTION AGENCY**

8210 Colonial Lane, Suite B  
Silver Spring, MD 20910

**SHORE UP! INC.**

520 Snow Hill Road  
Salisbury, MD 21801

**SOUTHERN MARYLAND TRI-COUNTY COMMUNITY ACTION COMMITTEE**

8383 Leonardtown Road  
Hughesville MD 20637

**WASHINGTON COUNTY COMMUNITY ACTION COUNCIL**

101 Summit Avenue  
Hagerstown, MD 21740

**UNITED COMMUNITIES AGAINST POVERTY**

1400 Doewood Lane  
Capitol Heights, MD 20743

**LIMITED PURPOSE AGENCY**

**SPANISH SPEAKING COMMUNITY OF MARYLAND**

8519 Piney Branch Road  
Silver Spring, MD 20901

**COMMUNITY ACTION AGENCIES**

**ALLEGANY COUNTY HUMAN RESOURCE DEVELOPMENT COMMISSION, INC.**

125 Virginia Avenue  
Cumberland, MD 21502

**ANNE ARUNDEL COUNTY ECONOMIC OPPORTUNITY COMMITTEE, INC.**

251 West Street; P.O. Box 1951  
Annapolis MD 21401-1951

**BALTIMORE COMMUNITY ACTION PROGRAM**

Mayor's Office of Human Services  
100 N. Holliday Street, Room #250

**Baltimore MD 21202**

**COMMUNITY ASSISTANCE NETWORK, INC.**

7900 East Baltimore Street

Baltimore MD 21224

**DELMARVA COMMUNITY SERVICES, INC.**

2450 Cambridge Beltway/P.O. Box 637

Cambridge, MD 21613

**FREDERICK COMMUNITY ACTION AGENCY**

100 South Market Street

Frederick, MD 21701

**GARRETT COUNTY COMMUNITY ACTION COMMITTEE, INC.**

104 East Center Street

Oakland, MD 21550

**HARFORD COMMUNITY ACTION AGENCY**

33 Courtland Street

Bel Air, MD 21014

**HOWARD COUNTY COMMUNITY ACTION COUNCIL, INC.**

6751 Columbia Gateway Drive

Columbia, MD 21045

**HUMAN SERVICES PROGRAMS OF CARROLL COUNTY**

10 Distillery Avenue

Westminster, MD 21157

**NEIGHBORHOOD SERVICE CENTER**

126 Port Street

Easton, MD 21601

# Part I: Section G: Participants Characteristics

1. Number of Agencies Reporting

17

2a. Total Non CSBG resources Reported in Section F, page 12

\$137,488,704

2b. Total amount of CSBG allocated

\$8,496,417

Total Resources for FY 2009 (2a + 2b)

\$145,985,121

ARRA Only

\$1,611,916

\$2,811,905

\$4,423,821

3. Total unduplicated number of persons about whom one or more characteristics were obtained

3. 281,266

4. Total unduplicated number of persons about whom no characteristics were obtained

4. 36,655

5. Total unduplicated number of families about whom one or more characteristics were obtained

5. 115,831

6. Total unduplicated number of families about whom no characteristics were obtained

6. 23,143

7. Gender

NUMBER OF PERSONS\*

a. Male

116,051

b. Female

155,796

TOTAL\*

271,847

8. Age

NUMBER OF PERSONS\*

a. 0-5

35,988

b. 6-11

29,793

c. 12-17

23,766

d. 18-23

28,979

e. 24-44

65,722

f. 45-54

38,075

g. 55-69

33,776

h. 70+

16,263

TOTAL\*

272,362

9. Ethnicity/Race

NUMBER OF PERSONS\*

I. Ethnicity

a. Hispanic or Latino

61,389

b. Not Hispanic or Latino

191,788

TOTAL\*

253,177

II. Race

a. White

88,426

b. Black African America

104,191

c. American Indian and Alaska Native

589

d. Asian

1375

e. Native Hawaiian and Other Pacific Islander

402

f. Other

53,883

g. Multi-race (any 2 or more of the above)

8,068

TOTAL\*

256,934

10. Education level of adults

Number of Persons 24 and Older\*\*

a. 0-8

10,675

b. 9-12/non-graduates

36,291

c. high school grad/GED

53,728

d. 12+ some post secondary

12,844

e. 2 or 4 yr college graduates

5,940

TOTAL\*\*

119,478

13. Family Size

NUMBER OF FAMILIES\*\*\*

a. One

37,024

b. Two

24,333

c. Three

20,317

d. Four

10,311

e. Five

5,133

f. Six

1,916

g. Seven

830

h. Eight or more

422

TOTAL\*\*\*

100,286

14. Source of Family Income

NUMBER OF FAMILIES\*

a. Unduplicated # of Families Reporting One or More Sources of Income\*\*\*

83,445

b. Unduplicated # of Families Reporting No Income\*\*\*

24,619

TOTAL\*\*\*

108,064

c. TANF

6,104

d. SSI

12,192

e. Social Security

24,132

f. Pension

3,845

g. General Assistance

1,427

h. Unemployment Insurance

7,178

i. Employment + other sources

13,981

j. Employment only

24,622

k. Other

13,313

15. Level of Family Income (% of HHS Guideline)

NUMBER OF FAMILIES\*\*\*

a. Up to 50%

37,853

b. 51% to 75%

18,772

c. 76% to 100%

14,412

d. 101% to 125%

12,503

e. 126% to 150%

8,576

f. 151% to 175%

10,600

g. 176% to 200%

2,410

h. 201% and over

178

TOTAL\*\*\*

105,304

**11. Other Characteristics****NUMBER OF PERSONS\***

	Yes	No	Total
a. Health insurance	87,320	91,721	179,041
b. Disabled	22,491	147,913	170,404

**12. Family Type****NUMBER OF FAMILIES\*\*\***

a. Single parent/female	35,045
b. Single parent/male	7,659
c. Two- parent household	15,568
d. Single person	31,116
e. Two adults/no children	15,568
f. Other	2,740
<b>TOTAL***</b>	<b>107,696</b>

**16. Housing****NUMBER OF FAMILIES\*\*\***

a. Own	26,150
b. Rent	63,758
c. Homeless	5,384
d. Other	7,754
<b>TOTAL***</b>	<b>103,046</b>

\* The sum of this category should not exceed the value of Item 3.

\*\* The sum of this category should not exceed the value of Items 8 e-l

\*\*\* The sum of this category should not exceed the value of Item 5.

**End of Part I: Section G****NASCSP CSBG IS 2009****Totals For Maryland**

(no data entry)

[Click Here to EXIT  
SECTION G](#)

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Maryland

Goal 1: Low-income people become more self sufficient.

National Performance Indicator

1.1

Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

A. Unemployed and obtained a job	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)
	12	8494	5991	6541	109.2%
B. Employed and maintained a job for at least 90 days	9	1154	734	411	56.0%
C. Employed and obtained an increase in employment income and/or benefits	9	5581	783	366	46.7%
D. Achieved "living wage" employment and/or benefits	6	1253	954	541	0.0%

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Maryland

Goal 1: Low-income people become more self sufficient.

National Performance Indicator

1.3

Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

Enhancement 1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)	Aggregated Dollar Amounts (Payments, Credits or Savings)
	11	6926	6640	6710	101.1%	\$7,816,303.00
Enhancement 2. Number and percentage of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments	3	126	42	13	31.0%	\$3,000.00
Enhancement 3. Number and percentage of participants enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings	8	15736	11516	14884	129.2%	\$25,164,481.00
Utilization 1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	7	2907	2507	2157	86.0%	
Utilization 2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account			15	28	186.7%	
Utilization 3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated			28	28	100.0%	
Utilization 4a. Number and percent of participants capitalizing a small business with accumulated savings	1	1	1	1	100.0%	\$3,000.00
Utilization 4b. Number and percent of participants pursuing post-secondary education with accumulated savings	2	20	21	12	57.1%	\$6,000.00
Utilization 4c. Number and percent of participants purchasing a home with accumulated savings	1	4	8	0	0.0%	\$0.00
Utilization 4d. Number and percent of participants purchasing other assets with accumulated savings					0.0%	

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Maryland

Goal 2: The conditions in which low-income people live are improved.

National Performance Indicator 2.2

Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Program Initiatives or Advocacy Efforts (#)	Number of Community Assets, Services, or Facilities Preserved or Increased (#)
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets	1	1	29800
B. Increase in the availability or preservation of community facilities.	2	4	6728
C. Increase in the availability or preservation of community services to improve public health and safety.	1	4	6200
D. Increase in the availability or preservation of commercial services within low-income neighborhoods.	1	1	3900
E. Increase in or preservation of neighborhood quality-of-life resources.	1	3	4

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Maryland

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

National Performance Indicator 4.1

#### Expanding Opportunities Through Community-Wide Partnerships

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

	Eligible Entities Reporting (#)	Number of Organizational Partnerships (#)
Non-Profit	17	528
Faith Based	17	358
Local Government	17	85
State Government	16	47
Federal Government	15	38
For-Profit Business or Corporation	17	518
Consortiums/Collaboration	10	56
Housing Consortiums/Collaboration	11	42
School Districts	16	54
Institutions of post secondary education/training	16	38
Financial/Banking Institutions	16	67
Health Services Institutions	17	111
Statewide associations or collaborations	15	75
Total number of organizations CAAs work with to promote family and community outcomes	17	2018

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Maryland

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.1

#### Independent Living

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

	Eligible Entities Reporting (#)	Number of Vulnerable Individuals Living Independently (#)
A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disa	12	12704
B. Total Individuals with Disabilities	5	1150
0-17	9	1242
18-54	9	4383
55-over	6	751

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Maryland

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.3

Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)
Infant and Child 1. Infants and children obtain age appropriate immunizations, medical and dental care.	8	3890	4078	4076	100.0%
Infant and Child 2. Infant and child health and physical development are improved as a result of adequate nutrition.	6	15857	2934	2588	88.2%
Infant and Child 3. Children participate in pre-school activities to develop school readiness skills.	9	3699	3405	3192	93.7%
Infant and Child 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.	7	2539	2154	1967	91.3%
Youth 1. Youth improve health and physical development.	6	1358	1414	1363	96.4%
Youth 2. Youth improve social/emotional development.	7	589	538	394	73.2%
Youth 3. Youth avoid risk-taking behavior for a defined period of time.	4	341	323	494	152.9%
Youth 4. Youth have reduced involvement with criminal justice system.	5	169	167	160	95.8%
Youth 5. Youth increase academic, athletic or social skills for school success	6	723	807	719	89.1%
Adult 1. Parents and other adults learn and exhibit improved parenting skills.	6	2556	2391	2230	93.3%
Adult 2. Parents and other adults learn and exhibit improved family functioning skills.	5	2392	1991	1501	75.4%

## Part II: Outcomes of Efforts, FY 2009

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### National Performance Indicators

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

National Performance Indicator **6.5**

#### Service Counts

The number of services provided to low-income individuals and/or families, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Services (#)
A. Food Boxes	10	146853
B. Pounds of Food	6	3736082
C. Units of Clothing	5	57510
D. Rides Provided	7	35264
E. Information and Referral Calls	10	77665

In the rows below, please include any additional indicators that were not captured above.


## **XI. ATTACHMENT SIX**

### **CAA COMBINED LEVERAGE/RESOURCES**

CSBG LEVERAGE RESOURCES

AGENCIES	CSBG FUNDING	OTHER FEDERAL FUNDS	STATE FUNDING	LOCAL FUNDING	PRIVATE FUNDING	TOTAL - ALL FUNDING
Allegany County HRDC	\$283,572	\$7,339,363	\$560,970	\$857,177	\$979,086	\$10,020,168
Anne Arundel County EOC	\$354,036	\$4,871,498	\$199,360	\$633,953	\$1,213,279	\$7,272,126
Baltimore Community Action Program	\$3,011,627	\$1,090,609	\$3,021,531	\$1,281,609	\$342,789	\$8,748,165
CAC of Howard County	\$259,091	\$3,147,624	\$3,171,291	\$935,281	\$405,812	\$7,919,099
Community Assistance Network	\$556,039	\$730,044	\$205,557	\$826,041	\$786,019	\$3,103,700
Delmarva Community Services	\$288,848	\$6,421,588	\$5,689,003	\$1,085,500	\$1,174,661	\$14,659,600
Frederick Community Action Agency	\$275,916	\$886,944	\$364,855	\$2,466,000	\$690,000	\$4,683,715
Garrett County CAC	\$260,345	\$8,630,592	\$5,839,521	\$678,478	\$10,022,875	\$25,431,811
Harford Community Action Agency	\$259,838	\$1,638,429	\$101,382	\$214,610	\$1,554,678	\$3,768,937
HSP of Carroll County	\$257,149	\$2,461,494	\$3,140,686	\$1,117,020	\$318,465	\$7,294,814
Maryland Rural Development Corporation	\$327,492	\$3,831,508	\$368,075	\$82,493	\$1,041,156	\$5,650,724
Montgomery County CAA	\$473,514	\$4,878,179	\$160,000	\$5,120,935	\$5,000	\$10,637,628
Neighborhood Service Center	\$255,971	\$594,535	\$115,536	\$70,034	\$94,308	\$1,130,384
Shore UP!, Inc.	\$463,649	\$14,110,098	\$983,866	\$146,284	\$574,423	\$16,278,320
Southern Md Tri-County CAC, Inc.	\$419,678	\$8,230,446	\$5,690,084	\$739,981	\$1,244,501	\$16,324,690
Spanish Speaking	\$120,000				\$156,000	\$276,000
United Communities Against Poverty, Inc.	\$563,183	\$908,504	\$588,349	\$77,003	\$683,053	\$2,820,092
Washington County CAC, Inc.	\$283,151	\$2,521,962	\$2,233,123	\$270,170	\$168,143	\$5,476,549
TOTAL	\$8,713,099	\$72,293,417	\$32,433,189	\$16,602,569	\$21,454,248	\$151,496,522

## **XII. ATTACHMENT SEVEN**

### **MAP OF SERVICE AREA FOR MARYLAND COMMUNITY ACTION AGENCIES**



# Community Services Block Grant Program: *Community Action Organizations* Federal FY 2010

